

NORTHERN SPORTS FIELDS COMPLEX AND PARK COORDINATION
&
OVERSIGHT AD HOC COMMITTEE

Meeting Minutes
12 December 2002, 7:00 PM
Marshall Community Center Annex, Marshall, VA

1. Call to Order and Opening Remarks

The December 12, 2002 meeting of the Northern Sports Fields Complex and Park Coordination and Oversight Committee (NSFC) was called to order by Randy Wheeler, Deputy County Administrator, (for Chairman, Harry Atherton) at 7:00 PM.

Committee Members and Staff Present:

Randy Wheeler, Deputy County Administrator
Marie Glascock, Scott District
Joan Fries, Marshall Business & Residents Association (MBRA)
George Downes, Jr., FYSCC
Ron Mabry, Staff
Langhorne Bond, Citizen Representative
Larry Miller, Director, Parks & Rec
Cynthia Hair, Staff
Sue Wolford, PHR&A

2. Adoption of the Agenda

The agenda was unanimously approved as presented.

3. Adoption of the Minutes of 11/14/02

There were no changes to the minutes of the November 14, 2002 meeting and they were approved unanimously upon motion made by Mr. Bond that was seconded by Mrs. Fries.

4. Project Manager's Report – Mr. Mabry

Mr. Mabry reported that work continues refining the design for park. He said he would meet with Mr. Miller and PHRA staff on Monday to review the location of non-sports facilities. Mr. Mabry said that work continues with VDOT on design, lane widths and ingress/egress access to the park property. He said final documents have not been received from VDOT.

Mr. Mabry gave an update on work by Emery & Garrett for the groundwater study. He said that a preliminary assessment is underway. He anticipated a team would have been on site this week, however, due to the inclement weather, it will be next week. Work continues on obtaining the necessary health department information for existing well data for surrounding property owners. Mr. Mabry said that the health department does not have information on surrounding wells prior to 1974 for comparison to park wells.

Mr. Mabry said work continues with the lighting study. He said information was sent to PHR&A this week that will be sent on to Clanton & Associates.

Mr. Mabry anticipates that construction documents should be ready by March 2003 and that Emery & Garrett will identify well locations by the end of January 2003 so that PHR&A can finalize their design. The wetlands permit/filing is still underway. Williamsburg Environmental (WE) cannot complete this work until PHR&A completes the design and final design elements are dependent on well location information from Emery & Garrett. At a recent briefing by WE, it was suggested that filing with the Army Corps of Engineers wait until more information is known about the pond and the irrigation system. A new process has shifted oversight of the wetland process to Virginia's Department of Environmental Quality. Mr. Mabry explained the method of review and changes in filing for the permit.

- Mr. Wheeler asked if the construction project was anticipated to go to bid in March 2003. Mr. Mabry replied that it should be March or April 2003.
- Mr. Wheeler asked if the permit was necessary before the construction bid to allow for any conflicts that may arise.
- Ms. Wolford said that the filing process can begin prior to construction, and that PHR&A will stay in touch with the various agencies in order to know where the permit process sits.
- Mr. Wheeler asked if the project would go to the Board of Supervisors for review prior to any bid being let.
- Mr. Mabry said that presentation to the Board of Supervisors was included in the timeline. After the draft design is brought to Community Development and the wells are located the project will be brought to the Board by Mr. Atherton when he feels it is appropriate.

Mr. Mabry said that Dr. Carter's FOIA request had been completed and the documents were shipped to his attorney earlier this week. He said another attorney (with an unidentified client) called interested in the wetlands impact. Mr. Mabry told this attorney that the final design wasn't complete so there was no information at the present time. The wetlands base map was supplied to this attorney.

5. Project Design Update – Ms. Wolford

Ms. Wolford updated recent work by PHR&A on the project. She distributed copies of a Project Update Memorandum to committee members. She said meetings had been held with the sports groups for final layout of the fields and that a meeting with VDOT on the specific design would occur soon. She said work on the grading continues with WE. The architects will be meeting soon with Mr. Miller and Mr. Mabry regarding building design issues within the park. Williamsburg Engineers continues working on the wetland mitigation plan, including soils/drainage and a wetland impact plan.

Mr. Mabry added that Musco Lighting had provided proposals to retrofit the lights at Coleman School. One proposal used "Level 8" for its proposal and was priced at \$58,000. The other proposal from Musco included total light control and would cost approximately \$61,000. He said he has asked Hubbell Lighting for another proposal and that he needed to discuss this with Mr. Atherton in order to determine funding for this project.

Ms. Wolford discussed the overall site plan (map) with committee members, including VDOT requirements, paving, ingress and egress, entrance and entrance building.

- Mr. Mabry asked if WE had any idea how much wetland disturbance is allowed. Ms. Woolford said they were working on this but flexibility during construction should allow the project to come in under the allowable amount of disturbance.
- Mr. Mabry said at the next meeting discussion with PHR&A would include lighting of the amphitheater and perimeter fencing.
- Mr. Bond asked about the moving of power lines. Mr. Wheeler asked Mr. Mabry to discuss this matter with VA Power and bring the information to the next committee meeting. Mrs. Glascock said she thought NOVEC was power company for that area.

6. Amendment(s) to Contract with FYSCC

There was no information on this agenda item.

7. Roundtable

There was no roundtable discussion.

8. Set Next Meeting Date

The next regular committee meeting is scheduled for 7:00 PM, Thursday, January 9, 2003, at the Marshall Community Center Library.

9. Adjourn

The meeting was adjourned at 8:10 PM.